

SCHOOL COUNCIL POSITIONS FOR 2015-2016

Dear Bayview Parents,

As the Bayview School Council begins preparing for the next school year, we would like to communicate some great opportunities for parents to get involved in their children's school community. Parents may nominate themselves for any of the School Council positions below and elections will be held at the first council meeting on September 24th 2015 at 6:30pm in the library.

Do you have: Innovative ideas? A positive, objective and solution oriented approach? We need you!

Complete a self- nomination form if you are interested in participating. We hope to see a number of you in September! Would you like to know more? Email one of this year's council members:

Maria Clavel at mclavel66@gmail.com

Jessica Peters at Jessica.Peters@accreditation.ca

Karyn Cornfield at karyn.cornfield@gmail.com

Chair <ul style="list-style-type: none"> · calls & chairs council meetings, prepares agenda · ensures that meeting minutes are recorded and kept in a safe place for a minimum of four years · ensures accurate records · communicates with principal on behalf of council · maintains the constitution and ensures an annual review by the council · ensures communication with the school community · prepares and submits annual report to the Director of Education as required by Ontario regulations 	Vice-Chair <ul style="list-style-type: none"> · Assists the chair with council business · Assumes Chair's duties as required · participates in council meetings
Community Rep <ul style="list-style-type: none"> · Must not be a parent or guardian of a child attending Bayview P. S. · participates in council meetings · acts as a link between the community and school 	Treasurer <ul style="list-style-type: none"> · maintains council financial records & safeguards assets · receives and distributes funds for council · assists chair in preparing annual council budget · participates in council meetings
Communications Coordinator <ul style="list-style-type: none"> · ensures effective two way communication between council and the school community via newsletters · sends school wide email communications · does photocopying as required · participates in council meetings · facilitates completion of student directory 	Lunch Coordinator <ul style="list-style-type: none"> · plans frequency of lunch dates · distributes and collects forms and payment from students · places lunch orders · buys lunch supplies · oversees distribution of lunch orders · participates in council meetings
Fundraising Coordinator <ul style="list-style-type: none"> · Oversees fundraising events/projects · participates in council meetings 	Lunch Volunteer Coordinator <ul style="list-style-type: none"> · coordinates lunch time volunteers · oversees lunch distributions · participates in council meetings
OCASC Rep <ul style="list-style-type: none"> · Attends the OCASC meeting on behalf of council, once a month · reports to the council at executive meetings · participates in council meetings 	Secretary <ul style="list-style-type: none"> · records and maintains the council minutes · prepares and disseminates correspondence on behalf of council · participates in council meetings & arranges babysitting if required for attendees
Volunteer Coordinator <ul style="list-style-type: none"> · Oversees subcommittee volunteers · creates and maintains volunteer list · coordinates volunteers and committees · participates in council meetings 	Webmaster -manages & updates Council web site, manages school wide email data base from Student Directory, sends school wide email communications